



# BRICKSHIRE

*In The Heart Of Historic Virginia*

EXHIBIT A  
BRICKSHIRE COMMUNITY ASSOCIATION INC.  
OWNER'S CLUBHOUSE RENTAL APPLICATION

**APPLICATION INFORMATION**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE(S) OF ACTIVITY: \_\_\_\_\_ FROM: \_\_\_\_\_ (AM/PM) TO: \_\_\_\_\_ (AM/PM)

DESCRIPTION OF ACTIVITY: \_\_\_\_\_

NUMBER OF GUESTS EXPECTED: \_\_\_\_\_

WILL THE ACTIVITY BE EXCLUSIVELY FOR BRICKSHIRE RESIDENTS? \_\_\_\_\_

**ACKNOWLEDGEMENT**

I, the undersigned do hereby acknowledge that I have read and understand the Rules and Regulations established by Brickshire Community Association, inc. and do agree to conform to all conditions, limitations and responsibilities set forth by same, and to enforce all rules and regulations governing the use of Brickshire Community Association property and facilities. I understand that failure to comply with the Clubhouse Rules and Regulations will subject me to the Association's covenant enforcement procedures at the Board of Director's discretion. I agree to indemnify and hold the Association harmless from all personal and property damage and liability arising from my use of the Owner's Clubhouse.

I enclose a check in the amount of **\$50.00** as a **security deposit** for the use towards any damage charges associated with the use of the property and/or facilities for the date and time period mentioned above. **I also understand that the total rent fee in the amount of \$\_\_\_\_\_** is due at least one week prior to the scheduled activity. I do further acknowledge that the right of the Applicant to use the property and/or facilities as aforesaid may be revoked at any time for violation by the Applicant, independent contractors, guests or invitees of any rule, regulation or policy governing the use of the Brickshire Community Association, Inc. property.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Office Use Only) Date of Deposit: \_\_\_\_\_ Rental Fee Received: \_\_\_\_\_ Assessments Paid: \_\_\_\_\_

## CLEAN-UP REQUIREMENTS

Thank you for renting the Brickshire Owner's Clubhouse for your private event. Please complete the checklist below and return it to the management office no later than one business day after your event. Should you fail to return the completed checklist, the security deposit will not be refunded. If you would like to drop off the form outside of the office hours, you may leave the completed form in the drop-box outside of the office door.

Security deposits will be returned upon a successful post event inspection that finds the Owner's Clubhouse clean and in good order. Reminder, once the clean-up is completed, please initial each item, sign and date the completed form.

	Tables	Wipe surfaces, push chairs under tables and store away any folding tables and chairs.
	Countertops	Wipe surfaces.
	Floors	Sweep and mop if necessary. Broom and Swiffer can be found in the utility closet across from the bathroom.
	Refrigerator	Do not leave food or beverages behind. Wipe surfaces.
	Ice Machine	Be certain the scoop is not buried beneath the ice. (Ice machine currently unavailable)
	Dishwasher	Wash dishes that were used and put away all dishes. Do not leave dirty dishes to be cleaned by others.
	Microwave	Wipe surfaces inside and out.
	Oven/Stovetop	Wipe surfaces inside and out. If there is any spillage in the oven, please clean up after use.
	Trash	Empty all trash and place it in the bin outside located by the generator.
	Decorations	Remove all decorations - including signs/balloons used outside to direct guests to your event. Decorations are not to be taped to the wall.
	Bathrooms	Wipe down counters and clean any accidents.
	Furniture	Return furniture to its original position.

I \_\_\_\_\_ (print name), certify that the above items have been cleaned after my event at the Owner's Clubhouse.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Please leave the Clubhouse in good, clean order for those who next utilize this facility. Please document any findings before the event, should find any of the above out of place. Please leave the clubhouse in better shape than you found it and report any concerns to management at 804-966-1599 or by email at [NPappas@Evernest.co](mailto:NPappas@Evernest.co)

**BRICKSHIRE COMMUNITY ASSOCIATION**

**Fee Schedule  
(Effective 2023)**

<b>Fee Type/Description</b>	<b>Amount</b>	<b>Frequency</b>	<b>Explanation</b>
<b>Architectural Review</b>			
New Home Plan Review	\$1,500	One-Time	Cost to review new home submittal
Builder's Bond	\$8,000	One-Time	To ensure compliance of Design Standards
House Addition	\$150	Per Submittal	Required for each occurrence
Accessory Structure Property Improvement	\$50	Per Submittal	Required for each occurrence
Landscaping; external property upgrades	No Charge		
<b>Association Fees</b>			
Annual Assessment Dues	\$1,044	Semi-Annually	Payable by two installments of \$522- January 1 and July 1
Late Fees	\$25	Quarterly	Accrued each quarter on ANY unpaid balance
Return Check Fee	\$25	Per Occurrence	Accrued for each returned check
Debt Collection Administration Fee	\$30	Per Submittal	Fee that is remanded to collection attorney
Capital Contribution	\$167	Per Closing	One-time fee charged which property moves from Builder-owned to first home buyer
New Owner Amenity Fee	\$2,048	Per Closing	Twice the total amount of annual association dues. 1st Amendment to the Declaration & CCR's - Section 8.13
Resale Disclosure Documents	\$264	Per Request	Fee charged for production of Resale Documents and closing inspection
	\$59	Per Request	New Owner Account Set Up Fee
<b>Document Inspection/Reproduction Fees</b>			
Labor cost to respond to Member's Records Request	\$30	Per Hour	Charged per quarter hour or part thereof
Copies of Documents	\$0.10	Per page	Up to 20 pages max
<b>Facility Rentals/Purchase</b>			
Clubhouse Rental	\$150	Per 6 Hour Block	Per 1-25 Guests
	\$180	Per 6 Hour Block	Per 26-50 Guests
	\$210	Per 6 Hour Block	Per 51+ Guests
	\$25	Per Hour	Event held beyond the six-hour block
Clubhouse Security Deposit	\$50	Refundable	Refunded upon return of completed checklist within one business day of scheduled event
Access Card	\$20	Per Card	Card access to Owner's Clubhouse, Activities Building and Pool Gate, must submit waiver/form to office
RV Storage Facility	\$600	Annually	Cost to rent space in Storage Lot; Billed January 1 Email: BrickshireRV@gmail.com to get on waitlist